Fall 2005

CS 205-07: Computer Literacy and Office Automation

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Course: CS 205
Title: Computer Literacy and Office Automation
Course Description: Basic computer terminology, word processing, spreadsheets, databases, and graphics.
Quarter: Fall, 2005
Instructor: John P. Herzog
Office: 160 Russ (DO NOT SLIDE ASSIGNMENTS UNDER THE DOOR-MATINEE WILL TOSS THEM OUT!!!)
Phone: 937-390-9160 Off Campus E-Mail: jherzog72@yahoo.com
Office Hours: Before/After Class, Tuesday and Thursday (In 320 Oelman) or by appointment
Materials required: 3-3½ blank, high density diskettes (1.44 Mb). Disks for sale, 2 for $1 (See TA's)
Textbook: MS Office Introductory Concepts and Techniques and Discovering Computers by Shelly, Cashman and Vermaat

Exam 1
11/6/05 100 Points Multiple Choice, True/False - Regarding Computer Concepts and Windows XP; No Notes No Book Open
At or above 382.5 A
Points =
Between 340 and 382.5 B
Between 297.5 and 340 C
Between 255 and 297.5 D
Below 255 Points = F

Exam 2
2/8/05 100 Points Excel, Word, Open Book, Open Notes (Hand in disk prior)
Points =

Assessments
75 Points (See Below)
Points =

2 Quizzes
50 Points Covering Excel, Word, Access and Basic Software Concepts (NO MAKE UPS ON QUIZZES!!!!!!!)
Points =

Total
425 Points

IMPORTANT NOTICES! ! ! ! ! ! ! ! ! !

1. No Diskettes should be turned in with homework EXCEPT Windows Assignment 2!!!!!!!
2. During Tests the following rules must be observed. Failure to observe them will result in a 0 (zero) on the exam!
   A. YOU MUST SIGN IN!
   B. DO NOT SIT DOWN AT ANOTHER PERSON'S WORKSTATION!
   C. NO CELL PHONES MAY BE ON AT ANY TIME FOR ANY REASON!!
3. Reconciliation day is 11/3/05. Make sure that you and the TA agree as to what you have turned in in EVEN IF YOU BELIEVE THAT YOU HAVE TURNED EVERYTHING IN. NO RECONCILIATION AFTER DATE ARE PERMITTED UNDER ANY CIRCUMSTANCES!!!!!!!!!!!!
4. NO FOOD OR DRINK IN THE LAB!!!!!!!!!!!!!! BREAKING THIS RULE CAN RESULT IN REMOVAL FROM THE COURSE!!
5. We encourage you to turn homework in early. The due dates are the absolute latest dates of acceptance without a penalty.
6. Students with excessive absences from lectures and labs must show pictured I.D. in order to take an exam.
7. Late Assignments will be penalized by 1 point for each class day late and you are allowed to turn homework in early!!
8. Make-up exams will only be given in the event of extreme, documented circumstance.
9. A quarter grade of incomplete can only be awarded in the event of extreme, documented circumstances before the end of the quarter.
10. When discussing Microsoft Office, the instructor will lecture until approximately 1:20 pm. From 1:20 pm TO 2:10, lab will begin with lab assistants to help you. Failure to attend 90% of these lectures will result in lowering of your final grade by one letter if you feel that you can test out of this course, see the Computer Science Department in Room 303 Russ Center.
11. Open Labs (152 C Russ Center), open 7 days/week, 24 hours/day. You must present student ID and class registration form.

Last Printed Thursday, 8/23/05 11:57 AM
12. Academic dishonesty and misconduct will result in dismissal from the course and possibly from campus. This includes misuse of internet privileges and homework/test copying and dishonesty. No one may place disks on nor remove disks from other student work areas during exams or lab, nor leave disks behind after the exams.

13. DO NOT SAVE FILES TO THE C: DRIVE OF YOUR COMPUTER IN THE COMPUTER LAB. THAT WORK WILL BE AUTOMATICALLY DELETED WHEN YOU TURN OFF YOUR COMPUTER! SAVE ONLY TO YOUR A: DRIVE!

Assignments

<table>
<thead>
<tr>
<th>MODULE</th>
<th>ITEM</th>
<th>STARTING PAGE</th>
<th>DUE DATE</th>
<th>POINTS</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Concepts</td>
<td>Handout</td>
<td>N/A</td>
<td>10/4</td>
<td>4</td>
<td>Type answers in Microsoft Word and e-mail to TA as an attachment</td>
</tr>
<tr>
<td>Windows Intro Part 1</td>
<td>Handout</td>
<td>N/A</td>
<td>10/4</td>
<td>7</td>
<td>Type answers in Microsoft Word and e-mail to TA as an attachment</td>
</tr>
<tr>
<td>Windows Intro Part 2</td>
<td>Handout</td>
<td>N/A</td>
<td>10/4</td>
<td>7</td>
<td>Write Answers on Handout and Hand in Diskette</td>
</tr>
<tr>
<td>E-mail</td>
<td>TBA</td>
<td>N/A</td>
<td>10/4</td>
<td>4</td>
<td>Type autobiography 1.5 pages long (Not including End Notes). Add footnotes and works cited as shown in lecture chapter (use those in book if you want). Put your name in the header with page number.</td>
</tr>
<tr>
<td>Word Processing (Word)</td>
<td>Autobio</td>
<td>N/A</td>
<td>10/4</td>
<td>7</td>
<td>Type autobiography 1.5 pages long (Not including End Notes). Add footnotes and works cited as shown in lecture chapter (use those in book if you want). Put your name in the header with page number.</td>
</tr>
<tr>
<td>Spreadsheet (Excel)</td>
<td>In The Lab 1</td>
<td>EX 132</td>
<td>10/11</td>
<td>6</td>
<td>Match To Photo. Print spreadsheet on 1 sheet (Landscape) and formulas on 1 sheet (Landscape). Put Name and CS 205-07 Excel HW One in spreadsheet as directed AND in Header. Skip Instruction Part Two.</td>
</tr>
<tr>
<td>Spreadsheet (Excel)</td>
<td>In The Lab 1</td>
<td>EX 212</td>
<td>10/11</td>
<td>8</td>
<td>Match To Photo. Print spreadsheet on 1 sheet (Landscape) and formulas on 1 sheet (Landscape). Put Name and CS 205-07 Excel HW Two in spreadsheet as directed AND in Header. Skip Instruction Part Two.</td>
</tr>
<tr>
<td>Spreadsheet (Excel)</td>
<td>In The Lab 3</td>
<td>EX 218</td>
<td>10/11</td>
<td>7</td>
<td>This is a continuation of the first Excel Assignment. Copy the first assignment and then make the changes to it required in this assignment. Match To Photo. Print spreadsheet on 1 sheet (Landscape) and formulas on 1 sheet (Landscape). Put Name and CS 205-07 Excel HW Three in spreadsheet as directed AND in Header for the Worksheet. In Instructions Part One, skip number 19. Skip all of Instructions Part Two and Instructions Part Three.</td>
</tr>
<tr>
<td>Database (Access)</td>
<td>AC 56</td>
<td>11/8</td>
<td>9</td>
<td></td>
<td>Put your name in last record of the Supplier table in the NAME field, with the Supplier Code of 2 and put your last name in Description field of the Item field with the Item Code of 2. Print as book directs. Print tables in Landscape. Also print the form with the page that shows your record.</td>
</tr>
<tr>
<td>Database (Access)</td>
<td>AC 109</td>
<td>11/8</td>
<td>9</td>
<td></td>
<td>Do not print queries. Sign up for TA to check your queries. Name queries after their QUESTION numbers. E.G. Instruction 2 should be Query 2, Instruction 3 should be Query 3 Etc.</td>
</tr>
<tr>
<td>Presentation (PowerPoint)</td>
<td>PPT 332</td>
<td>11/8</td>
<td>7</td>
<td></td>
<td>Do not print. Sign up for TA to check your presentation on screen. Use whatever clipart are the closest to what the book requires. Skip Number 7 and Number 10.</td>
</tr>
</tbody>
</table>

**Total 75**